

Brain Injury (BI) Resource Facilitator Job Description

Summary:

This position reports to the Executive Director.

The Brain Injury Association of Nebraska has an exciting opportunity to create and provide a new, and much needed, resource for those with brain injury living in Nebraska. The Resource Facilitator will work directly with individuals with brain injury, community members, service providers and other key stakeholders for the purpose of improving the delivery of brain injury services and further improving outcomes for those with brain injury. The Resource Facilitator will be responsible for providing outreach activities, educational and training opportunities, and service coordination.

Qualifications:

- BA in Social Work, Psychology, Sociology or Related Human Services Field; Masters preferred. Other qualifications will be considered if individuals are passionate, motivated, and solutions-oriented.
- Understanding of Nebraska disability service system and disability issues
- Excellent communication skills necessary both written and verbal
- Strong computer skills required
- Ability to work independently and interdependently as part of the program
- Minimum of two years direct human service experience with persons with disabilities, experience working with individuals with brain injury preferred
- Ability to drive and travel independently

Duties and Responsibilities:

Provide coordination and delivery of resource facilitation services to individuals with brain injury or caregivers

- Reviews referrals to program and provide initial contact with individual/family
- Consult with the individual/family to identify concerns and needed/requested services and supports
- Guide individuals/family in identifying appropriate services and supports both formal and informal.
- Guide individuals/family in resolving difficulties with agencies, access to services and/or service delivery
- Conduct ongoing assessment and update planning documents as needed
- Follow-up to ensure that the services and supports provided are appropriate, timely and meet identified goals and objectives

Community outreach and program promotion

- Provide outreach so that area residents, community leaders, community organizations, churches, schools and businesses are aware of the services available
- Identify available regional resources and any gaps and barriers in services
- Establish and maintain working relationships with various facilities, organizations and agencies to establish and expand program referrals
- Serve as a supportive liaison for regional support groups
- Assist in the organization and hosting of community outreach and peer support events

Serve as the regional content specialist for BI and provide educational opportunities within the region

- Market the need for brain injury education and trainings
- Provide education and training to professionals, organizations and other entities
- Serve as a consultant on brain injury issues for agencies and providers and provide technical assistance for providers
- Establish and maintain regional service provider networking opportunities

Assist with program development

- Track data according to program reporting requirements and maintain program records.
- Assist with program development and support
- Provide program information for newsletter, conference and workshops, roundtables, etc.
- Attend all program and staff meetings to ensure continuity among program staff
- Attend the annual conference and other professional development opportunities
- Compile any required periodic reporting as requested by Program Director
- Represent the program at meetings, conferences, seminars, and workshops as needed.
- Other duties or projects as assigned